

Special Entry Rate Worksheet

I. Name: _____

Position Number: _____

Classification/Salary Grade: _____

Date SER Implemented: _____

II. **For New Appointment**

\$ _____ Current SER

\$ _____ Current SMR

_____ Hired at SER; eligible for increase to SMR when permanent

_____ Hired at partial SER \$ _____; Balance \$ _____ (SER minus partial SER amount)

_____ Hired at SMR; no balance

_____ Hired at SER; eligible for increase above SMR when permanent

_____ Hired above SER; eligible for increase of 5% or higher when permanent

_____ Hired above SMR

Number months of experience beyond the required: _____ \times .0041666 = _____ %

\$ _____ qualifying salary (SMR \times 1. _____ %)

\$ _____ requested salary when permanent

III. **For SER Adjustment**

\$ _____ Current SER

\$ _____ Current SMR

\$ _____ MIA

1. Salary at current SER

Increase to SMR

No balance

2. Salary above SER/SMR

\$ _____ MIA

\$ _____ SER amount received previously

\$ _____ EOD amount

\$ _____ Salary adjustment; _____ Date

\$ _____ Salary adjustment; _____ Date

\$ _____ Balance

\$ _____ Amount awarded with this action

\$ _____ New balance